

Payroll Processing Documents Checklist

a) Employer's documents

- Complete name (ID Proof)
- Certificate of incorporation (if incorporated)
- Address
- Business Account No.
- Payroll Account No.
- Add authorised representative to My CRA Business account

b) Employee's documents *(for each employee)*

- Complete name (ID Proof)
- Address
- SIN (Copy of SIN)
- Proof of status in Canada (Work permit, PR, etc)
- Date of joining
- Hourly wage rate
- Employment contract, if any

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